

# Lake Oakland Heights Park Association

## Meeting Rules of Order

July 21, 2020

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### **Call to order**

The meeting was called to order at 7:12 PM on July 21, 2020 by Jim Williams.

### **Board Members in Attendance**

President – Jim Williams  
Vice President – Don Swanson  
Secretary & Website Editor – Jessica Baker  
Social Director – Season Lewandowski  
Expeditor – Keith Bowling  
Safety Director – Lee Howell  
Boating Director – Jerry Chamberlain  
Promotional Director – Mary Lou Osborne

### **Board Members not in attendance**

Treasurer – Cheryl Baker  
Expeditor – Jim Brumm  
Legal Director – Mark Cunningham  
Newsletter Editor – Carolyn Bree

### **Approval of minutes**

Minutes from the June 30, 2020 meeting emailed to Board members and posted to website. Jim Williams asked if everyone read and approves of minutes as submitted. Jerry Chamberlain made motion to approve minutes as submitted, Mary Lou Osborne seconded motion. Motion carried.

### **Board Member Reports**

#### **President – Jim Williams**

- \* Board members and Beach Guard will need to use same agreement that extra hours gate keyholders do to have a gate key **use a main a gate key for personal reasons**
- \* 9-10 Owls in caged area not being used, suggestion to give away, if no one wants them to throw them away. **The Board agreed**
- \* Trophies that can be used for the car show have been donated and are stored in the cage. **Many Thanks to Mary Lou who procured them from the previous owner.**
- \* Suggestion by members to put a slow down sign on the corner by the beach. To be discussed at next meeting.
- \* Families on the canal are hosting a potluck weeknight gathering at the beach as an appreciation to Ken Matheis for the canal dredging project. Jim Williams made motion to approve no charge for the event, due to it being during the week and all attendees being residents of the neighborhood. Keith Bowling Seconds. Vote Occurred. Motion Passed.

#### **Vice President – Don Swanson**

- \* The gate on the boat dock has shown evidence of being tampered with, the bars have been bent like someone trying to get in without a key.

#### **Treasurer – Cheryl Baker**

- \* Account Balances:
  - ❖ Checking: \$13,959.41
  - ❖ Special: \$25,897.01
  - ❖ Boating: \$25,164.53 – Will be \$28,562.66 after slip fee transfer.

- \* Current Membership:
  - ❖ Regular: 113, Senior: 73, Total Memberships: 186 Households
- \* Currently at 14 pavilion rentals. All forms and either Partial or Full Payments received. One is working to reschedule.

### **Secretary – Jessica Baker**

- \* Membership Forfeiture letters will go out on August 1<sup>st</sup>.

### **Website Editor – Jessica Baker**

- \* The website is up to date as of last newsletter and rescheduled events
- \* Will add playground committee updates this weekend

### **Social – Season Lewandowski**

- \* Glow Night
  - ❖ Smore kits, bonfire, and glowsticks will be provided. Music will be played. Snack shack is scheduled to be open for food options.
  - ❖ Courtney Green and ~~Keith Bowling~~ Jim Williams volunteered to help put signs out.
- \* Jim Williams working to get social key set for Season. Tara Mecham still currently has the social keys.
- \* Movie Night with Cardboard Box Car Parade with popcorn. – Scheduled for August 22
- \* Car Show – Scheduled for September 12<sup>th</sup> with a Rain Date of September 13<sup>th</sup>.

### **Expeditors – Jim Brumm & Keith Bowling**

- \* Replaced 12 boards on courtesy dock
- \* Merry go round boards repair in progress
- \* Additions have been added to the maintenance list and will be sent out by Jim Williams with all updates.
- \* Working on organizing totes in storage

### **Safety – Lee Howell**

- \* Wood box for the storage of firewood has been completed, to be installed on property

### **Boating – Jerry Chamberlain**

- \* No Report

### **Legal – Mark Cunningham**

- \* Absent - No Report

### **Promotional – Mary Lou Osborne**

- \* 1 new family
- \* Garage sale weekend scheduled August 20-23.

### **Newsletter – Carolyn Bree**

- \* Absent – No Report

## Old business

- \* Playground Committee Update
  - ❖ The committee is working with Miracle Recreation to get a detailed plan with costs for the playground space. A map of the area with measurement has been supplied to the company and they are waiting on response from the company in regards to what can be put in the available space as well as costs for items that are being considered.
  - ❖ Two written handouts were provided to the board members. One with color photos of some of the options, the other with some of the plans and an initial rough sketch of the area being considered. It was noted that the area needs to be adjusted some to allow a truck to get around the well area to the beach area. There was no further discussion or approval of the sketch(s).
  - ❖ Looking to possibly sell existing equipment – Mark Cunningham has volunteered to review the Hold Harmless clause to see if anything needs to be changed to allow for the sale of existing equipment.
  - ❖ There will be a check between board and subcommittee members about the area around pump house for regulations with the Township’s Water Department. To ensure the township has the proper access to the pump house.
  - ❖ Will be presenting at General meeting
  - ❖ Jim Williams suggested to put an amount from the association funds towards the playground project.
    - Jim Williams made motion for the intention of the board with membership approval that the association will put an amount between \$3000-\$5000 from the budget or savings towards the project. Mary Lou Seconds. Voting occurred - 5 for 3 against, motion carries.
    - A number of the board members have indicated that they will be personally donating between \$50-\$200.
  - ❖ Jim Williams makes motion to keep two or three sections of the wave structure on the beach property in a location to be chosen by the board outside of the playground assuming it is movable. Lee Howell seconds. Vote occurred. Motion passed.
  - ❖ Jim Williams makes motion for the attempt to sell the newest play structure with Hold harmless clause in place. Not finalized. Will be moved to future meeting. Courtney volunteered to put forth a sincere effort to sell the structure.
- \* Unauthorized Access to the Boat Ramp
  - ❖ Progress has been made, Jim Williams will work with Jerry Chamberlain on getting a written proposal.
- \* Streetlamp Status
  - ❖ Lights have been purchased, DTE has been contacted for install, waiting for an install date.
- \* Waterfowl Cleanup Status
  - ❖ Sharon Bowling is set as 2<sup>nd</sup> goose cleanup if needed, has not needed to utilize services at this time
  - ❖ Moving to Completed
- \* Plaque for Carving Status
  - ❖ Plaque has been installed – Moving to completed
- \* Pavilion Reservation Agreement Final Review
  - ❖ Has been in use for the 2020 season.
  - ❖ Will be reviewed in the spring 2021 for updates and changes.
  - ❖ Moving to completed
- \* Improvement List
  - ❖ Not Discussed – A copy was handed out. Will be moved to next meeting
- \* General Meeting Agenda

- ❖ Board Reports
- ❖ Improvements made in last 12 months
- ❖ Top three improvement list items
- ❖ Expeditor help sign up
- ❖ Playground committee
- \* Written Procedures Updates
  - ❖ If a person on the list does not take a slip when offered they may remain at that spot for one year. Then if they turn down a slip for a second time, they will then be moved to the bottom of the list.

The waiting list is for beach association members only. Those who forfeit their membership will be removed from the waiting list.

People on the waiting list must either have a current phone number in the phone directory or provide a current phone number to the boating director in February or March ~~of the year, this applies to the top five people.~~ If the phone number has not been provided in this timeframe then they may not be considered for a slip that year. In the ~~May~~ Spring (March/April) Newsletter those with missing phone numbers will be announced by name. Then if the phone number has not been provided by ~~June 30<sup>th</sup>~~ May 31<sup>st</sup> they will be moved to the bottom of the list.

- ❖ Jessica Baker makes motion to approve the procedure as amended. Don Swanson seconds. Vote occurred. Motion passed.

## **New business**

- \* No New business was discussed.

## **Next Meetings**

The next monthly board meeting will be held on August 18, 2020 at 7:00 PM at LOHPA Beach.

The next general membership meeting will be held on July 28 at 7:30 PM at LOHPA Beach.

Don made motion to adjourn the meeting, Jessica seconds motion. Vote Occurred, Motion Passed. Meeting Adjourned at 9:30 PM.

**Jessica Baker**

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**07/21/2020**

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**Secretary**

**Date submitted**

**Items Highlighted corrected/added by board members**

Items in green were discussed and changed from originally presented information during meeting